



PORTLAND VA MEDICAL CENTER

Our mission is to honor America's veterans by providing exceptional health care that improves their health and well-being.



NOTICE OF VACANCY

POSITION TITLE: Supervisory Administrative Specialist

ANNOUNCEMENT #: MP-11-0062-JR

DIVISION: Research Service

LOCATION: Portland VA Medical Center, Portland, OR

SERIES & SALARY RANGE: GS – 0301-11 \$60,520 - \$78,674

OPEN DATE: 2/24/2011

CLOSE DATE: 3/10/2011

NUMBER OF VACANCIES: 1

POSITION INFORMATION: TERM Appointment not to exceed 13 months (may be extended up to 4 years), Full-time, Monday thru Friday 8:00 am to 4:30 pm

WHO MAY APPLY:

- VA Career or career conditional employees
- VA permanent Title 38, Title 38 Hybrid employees and Veterans Canteen employees eligible under the Interchange Agreement
- Federal Career/Career Conditional and Reinstatement eligible Employees
- Individuals eligible under special hiring authorities (See conditions of employment).
- ICTAP/CTAP eligible Federal Employees. (See conditions of employment).
- Noncompetitive appointment of certain military spouses (See conditions of employment).
- Schedule A applicants (See conditions of employment).
- VRA eligible applicants (See conditions of employment).

BARGAINING UNIT POSITION: No

MAJOR DUTIES: Incumbent serves as Administrative Specialist of the Northwest Parkinson's Disease Research, Education, and Clinical Center (NW PADRECC), located at the Portland VA Medical Center and the Puget Sound Healthcare System. Performs administrative management and oversight of a comprehensive program providing exceptional health care to Veterans with Parkinson's Disease and other movement disorders through the integration of clinical care, research, and education. Directs the administrative operations of a health care program consisting of clinical care, education, and research, with management, coordination, and strategic implementation at the local, regional, and national level. The incumbent serves as supervisor to NW PADRECC administrative and clinical support staff, administratively supports health care professionals in a variety of specialties, and reports directly to the Co-Directors of the NW PADRECC. Manages fiscal activities, provides budget and financial management for the comprehensive special program, executes the budget, projects and monitors organizational funds, and analyzes expenditures. Directs personnel management, performs full range of human resource requirements, including performance plan and appraisal coordination, recruitment and selection process, personnel action initiation, and resolves complex personnel related issues. Provides expert guidance regarding the human resource needs of NW PADRECC to effectively achieve program mission.

QUALIFICATIONS:

- **Eligibility:** U.S. Office of Personnel Management [Qualification Standards](#) Handbook for GS-301. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.
- **Basic Requirements:** Must be a U.S. citizen.
- **General Experience:** None
- **Specialized Experience:** At least one year of experience to at least GS-9 that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Specialized experience includes, but is not limited to; work as a Program Specialist, Clinical or Study Coordinator, Program Manager, Office Manager or similar position whose primary responsibility included

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administrative oversight of program operations to include program development and strategic planning to ensure efficient and effective operations in a healthcare environment.

- Substitution of Education for Experience: Ph.D. or equivalent doctoral degree *or* 3 full years of progressively higher level graduate education leading to such a degree *or* LL.M., **if related.** This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school. Applicant must submit copy of transcripts with application to receive credit for substitution.

-Combining Education and Experience: Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for the grade levels specified in the table, and may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determining the applicant's education as a percentage of the education required for the grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. Only graduate education in excess of the amount required for the next lower grade level may be used to qualify applicants for positions at grades GS-9 and GS-11. (When crediting education that requires specific course work, prorate the number of hours of related courses required as a proportion of the total education to be used.)

-Use of Selective Placement Factor: Selective factors represent knowledge, skills, or abilities that are essential for successful job performance and cannot reasonably be acquired on the job during the period of orientation/training customary for the position being filled.

- Selective Placement Factor: Administrative oversight in program operations to include program development and strategic planning to ensure efficient and effective operations in a healthcare environment.

- Basis for Rating: Knowledge, Skills and Abilities

You will be evaluated based on the detailed information submitted in your resume that reflects your knowledge, skills, and ability necessary to meet the qualifications of this position. Although you are not required to submit essay-style responses to the individual KSAs specifically in your initial resume/application package, your resume should contain enough detailed information to reflect the fact that you possess the following KSAs:

1. Ability to exercise a high degree of autonomy in performing a wide range of administrative activities and responsibilities that include the management of resources and program planning and evaluation.
2. Knowledge of health care systems, education programs, administration and insight into the coordination of clinical research, health education, program evaluation and administrative services for a regional and clinical program.
3. Experience coordinating and managing an education program within a Medical Center as well as region wide.
4. Experience coordinating and planning educational programs both for the host-site and for remote sites within the organization.
5. Experience communicating technical information with professionalism and tact at all echelons of an organization to include, administrative, research, education and patient care personnel as well as with outside agencies and external customers.

Applications that do not reflect the specialized experience requirements will not be deemed qualified.

CONDITIONS OF EMPLOYMENT:

- Priority Consideration: Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they can perform the duties of the position at the full performance level and the full range. Well qualified are applicants possessing experience that meets the minimum qualifications of the position including all selective factors, and who are proficient in some, but not all, of the requirements of the job.

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Federal Employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

- Noncompetitive Appointment of Certain Military Spouses

- Spouses of armed forces members who are involved in a Permanent Change of Station (PCS): You must include a copy of the service member's PCS Orders authorizing the spouse to accompany the service member and proof of marriage to the service member.
- Spouses of armed forces members who retired or were released from active duty with a 100% disability: You must include proof that service member was released or discharged from active duty due to a service-connected disability, documentation of 100% disability, and proof of marriage to the service member.
- Un-remarried widows or widowers of armed forces members killed while on active duty: You must include proof of service member's death while on active duty and proof of marriage to the service member.

- **Schedule A** special hiring authority covers applicants with mental and physical disabilities. In order to be considered under this special hiring authority applicants need to provide proof of disability and job readiness certification. The proof of disability and job readiness certification can be provided by the following: 1) a statement or letter on a physician's/medical professional's letterhead; 2) statement, record or letter from a Federal Government agency that issues or provides disability benefits; 3) statement, record or letter from a State Vocational Rehabilitation Agency counselor; or 4) certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits. More information regarding this special hiring authority can be found at www.opm.gov/disability/aboutus.asp

- **VRA (Veterans Recruitment Act):** VRA eligibility applies to the following categories: Disabled Veterans, Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized, Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal (AFSM) was awarded and Veterans separated from active duty within the past 3 years.

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

- Applicants without prior federal service will be appointed at step one of the grade

- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the [Selective Service](#) System, unless you meet certain exemptions.

- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).

- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Application forms may be obtained in Human Resources Management Service or on our [Portland VAMC](#) internet website.

Portland VAMC Permanent Internal employees:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 3/10/2011)

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3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due 3/10/2011)
4. Updated application; [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume.
5. [MPQ – Merit Promotion Questionnaire](#) is optional **but recommended** if you have qualifications pertaining to the position applied for but are not in your OPF.

All Other Applicants Must Submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov>) for information on how to apply with a resume instead of OF-612.
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Veterans Preference: (Required if Veterans Preference is being used for status)
 - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later) (if applicable)
 - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later if applicable.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Special Hiring Authority documentation (if applying under ICTAP/CTAP, Schedule A, etc.)
6. A copy of your college transcripts (Optional unless education is required). Please note, education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly. Foreign Education; to receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

All application packets must be received in Human Resources by Close of Business (COB) on 3/10/2011.

- Applications may be emailed to: PortlandVAJobs@va.gov ATTN: MP-11-0062-JR
- Received by Fax to: 503.273.5029 ATTN: MP-11-0062-JR
- Mailed to: PO BOX 1034, Portland, OR 97207 ATTN: MP-11-0062-JR
- Brought in person to: Portland VA Medical Center at 3710 SW US Veterans Hospital Road, Portland, OR 97239, Human Resources Building 16, Room 300

Thank you for your interest in the Portland VA Medical Center, for more career opportunities please visit: [Portland VA Human Resources](#) or [USAJobs](#).

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